

Budget Analyst

Work Control Clerk (T)

Work Control Clerk

Research Nurse (2 positions)

Chauffeur (T)

Chauffeur

Computer Management Specialist

Program Development Specialist (T)

Program Development Specialist

Acquisition Assistant (T)

Acquisition Assistant

FSN#2010/132

Budget Analyst

OPEN TO: All Interested Candidates

POSITION: Budget Analyst, FSN-7; FP-7

OPENING DATE: December 9, 2010

CLOSING DATE: December 23, 2010

WORK HOURS: Full-time; 40 hrs/week

LENGTH OF HIRE: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9 (Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Budget Analyst in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Provide financial, accounting support and detailed budget management activities for all of CDC/Programs. Also serve as authorized sub-cashier and manages petty cash account.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) At least 3 years of experience in budgeting and/or accounting field; (3) Level III (Good working knowledge) in speaking/ reading/writing English and Thai; (4) Able to use standard computer word processing and spreadsheet programs.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: DECEMBER 23, 2010

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FSN#2010/134 (T)

Work Control Clerk

OPEN TO: All Interested Candidates

POSITION: Work Control Clerk, FSN-5; FP-9, trainee

OPENING DATE: December 10, 2010

CLOSING DATE: December 30, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Work Control Clerk in its Facilities Maintenance Office (FM), located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

Serve as a work control clerk for the General Service Section (GSO), coordinate general services request, maintenance and repair works on government held/properties, and assist the maintenance foreman on tool inventory control to ensure all tools and equipment are counted at all time. May assist in general administration work on motor pool operation and vehicles maintenance program.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Two years of experience in administrative work on facilities maintenance, facilities installation and general services of complex facilities as well as maintenance shop; (3) Level III (Good working knowledge) speaking/reading/writing in English and Thai; (4) Possess knowledge of maintenance operations, basic building spare parts, tools and terminology; (5) Familiar with microsoft office program especially microsoft outlook; (6) Ability to drive and possess a valid Thai driver’s license.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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PLEASE ATTACH A COPY OF DRIVER LICENSE

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CLOSING DATE FOR THE POSITION: DECEMBER 30, 2010

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FSN#2010/134

Work Control Clerk

OPEN TO: All Interested Candidates

POSITION: Work Control Clerk, FSN-6; FP-8

OPENING DATE: December 10, 2010

CLOSING DATE: December 30, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Work Control Clerk in its Facilities Maintenance Office (FM), located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

Serve as a work control clerk for the General Service Section (GSO), coordinate general services request, maintenance and repair works on government held/properties, and assist the maintenance foreman on tool inventory control to ensure all tools and equipment are counted at all time. May assist in general administration work on motor pool operation and vehicles maintenance program.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of experience in administrative work on facilities maintenance, facilities installation and general services of complex facilities as well as maintenance shop; (3) Level III (Good working knowledge) speaking/reading/writing in English and Thai; (4) Possess knowledge of maintenance operations, basic building spare parts, tools and terminology; (5) Familiar with microsoft office program especially microsoft outlook; (6) Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 30, 2010

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FSN#2010/137

Research Nurse (2 positions)

OPEN TO: All Interested Candidates

POSITION: Research Nurse, FSN-7; FP-7

OPENING DATE: December 17, 2010

CLOSING DATE: December 30, 2010

WORK HOURS: Full-time; 40 hrs/week

LENGTH OF HIRE: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP7
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Research Nurse in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Perform nursing functions at on site research clinic in a large hospital in connection with medical research studies on HIV/AIDS.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Nursing; (2) Two years experience working in hospitals with progressive responsibility that includes biomedical or public health research, coordinating programs; (3) Have basic research and human subject ethical issues/concepts; (4) Level IV (Fluent) in speaking/ reading/writing English and Thai; (5) Have detailed knowledge of clinical nursing practice.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 30, 2010

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FSN#2010/138 (T)

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-2; FP-CC, trainee

OPENING DATE: December 17, 2010

CLOSING DATE: December 30, 2010

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-CC

Ordinarily Resident (OR): FSN-2

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool Office(GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Drive motor pool sedans, station wagons, vans, trucks and/or buses used in transporting personnel, supplies and equipment for the embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (Mathayom 6); (2) One year’s experience as a professional chauffeur; (3) Level II (limited knowledge) speaking/reading/writing English and Thai; (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities; (5) Able to drive and possess a valid Thai driver’s license; (6) Possess basic automotive mechanical skill.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 30, 2010

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FSN#2010/138

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: December 17, 2010

CLOSING DATE: December 30, 2010

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool Office(GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Drive motor pool sedans, station wagons, vans, trucks and/or buses used in transporting personnel, supplies and equipment for the embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (Mathayom 6); (2) Two years' experience as a professional chauffeur; (3) Level II (limited knowledge) speaking/reading/writing English and Thai; (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities; (5) Able to drive and possess a valid Thai driver's license; (6) Possess basic automotive mechanical skill.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 30, 2010

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FSN#2010/139

Computer Management Specialist

OPEN TO: All Interested Candidates

POSITION: Computer Management Specialist, FSN-10; FP -5 (Step 5 thru 14)

OPENING DATE: December 17, 2010

CLOSING DATE: December 30, 2010

WORK HOURS: Full-time; 40 hrs/week

LENGTH OF HIRE: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP -5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Specialist position in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Oversee informatics and information technology (IT) needs for the International Emerging Infections Program (IEIP) and manage several very large databases for a variety of surveillance and research projects; duties also include specific activities (database creation, data entry, data validation, data cleaning, integration of data from different projects, determine IT needs and manage automated data reporting systems) for 10-12 surveillance and research projects. Serve as an expert statistical consultant for IEIP and conduct independent statistical analyses for projects, presentations, and manuscripts for peer-reviewed publications.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Master (e.g., M.A., M.S.) in statistics, data management, computer science, informatics or related quantitative discipline required; (2) Four years experience in data management and/or providing statistical and/or database programming support in research, government, or business; (3) Must have experience in the use of SQL for data

queries and in advanced data management techniques available in SAS (or equivalent statistical program) such as macros, programs that write and execute code, and data indexing; **(4)** Level IV (Fluent) in speaking/reading/writing English and Thai; **(5)** Must have knowledge of IT infrastructure, PC and handheld hardware and software.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 30, 2010

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FSN#2010/123 (T)

Program Development Specialist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Program Development Specialist, FSN-11 (Trainee)

OPENING DATE: November 5, 2010

CLOSING DATE: January 6, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Development Specialist in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Natural Resources Management Specialist, managing the Regional Development Mission for Asia (RDMA)'s growing biodiversity, natural resources management, and climate change mitigation activities in the Asia and the Pacific, specifically in the Mekong Basin countries, China, and Southeast Asia. The job holder involves a full range of skills in the development, management, advisory, and monitoring of program activities. He/she coordinates program activities with other RDMA staff members and USAID Missions as well as with representatives in both the public and private sectors, including government officials, consultants, NGOs, and donor agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's degree in natural resources management field related to improving natural resource policies, biodiversity conservation, and climate change mitigation i.e. social science and public administration; (2) A minimum of five years experience related to improving natural resources policies, biodiversity conservation, and climate change mitigation and/or program management; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have knowledge of viable approaches for identifying critical environmental challenges and opportunities for effective biodiversity conservation, natural resources management, and forest sector mitigation in Asia, including analyzing policy options and promoting the implementation of improved policies; (5) Must possess excellent communication skills (both written and verbal) and strong presentation skills; (6) Must possess excellent computer skills and the ability to prepare professional, quality presentations and reports.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JANUARY 6, 2011

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FSN#2010/123

Program Development Specialist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Program Development Specialist, FSN-12

OPENING DATE: November 5, 2010

CLOSING DATE: January 6, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Development Specialist in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Natural Resources Management Specialist, managing the Regional Development Mission for Asia (RDMA)'s growing biodiversity, natural resources management, and climate change mitigation activities in the Asia and the Pacific, specifically in the Mekong Basin countries, China, and Southeast Asia. The job holder involves a full range of skills in the development, management, advisory, and monitoring of program activities. He/she coordinates program activities with other RDMA staff members and USAID Missions as well as with representatives in both the public and private sectors, including government officials, consultants, NGOs, and donor agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's degree in natural resources management field related to improving natural resource policies, biodiversity conservation, and climate change mitigation i.e. social science and public administration; (2) A minimum of six years experience related to improving natural resources policies, biodiversity conservation, and climate change mitigation and/or program management; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have knowledge of viable approaches for identifying critical environmental challenges and opportunities for effective biodiversity conservation, natural resources management, and forest sector mitigation in Asia, including analyzing policy options and promoting the implementation of improved policies; (5) Must possess excellent communication skills (both written and verbal) and strong presentation skills; (6) Must possess excellent computer skills and the ability to prepare professional, quality presentations and reports.

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JANUARY 6, 2011

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FSN#2010/136 (T)

Acquisition Assistant

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Acquisition Assistant, FSN-7 (Trainee)

OPENING DATE: December 17, 2010

CLOSING DATE: December 30, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Acquisition Assistant in the U.S. Agency for International Development/Asia Regional Training Center (ARTC) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as an Acquisition Agent provides overall procurement related to the Asia Regional Training Center (ARTC) and also support USAID/RDMA including China, Vietnam, Burma, Laos, and other South-Asia mission. He/she procures a variety of commodities and services by contract, purchase order (PO), blanket purchase agreement, or delivery order from local and off-shore sources. The job holder is also responsible for contract negotiation and leasing requirements for regional posts, Off-shore sources include but are not limited to required suppliers such as GSA contract vendors.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in accounting, finance, business, economics or related degree in social science or arts; (2) At least two years of experience in procurement, contract management, logistics or a related field; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Must possess excellent negotiation and organizational skills; (5) Must have a good knowledge of local market practices and of the capability of local suppliers; (6) Proficiency in the use of computer packages/applications such as Word, Excel or Power Point.

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: DECEMBER 30, 2010

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FSN#2010/136

Acquisition Assistant

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Acquisition Assistant, FSN-8

OPENING DATE: December 17, 2010

CLOSING DATE: December 30, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Acquisition Assistant in the U.S. Agency for International Development/Asia Regional Training Center (ARTC) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as an Acquisition Agent provides overall procurement related to the Asia Regional Training Center (ARTC) and also support USAID/RDMA including China, Vietnam, Burma, Laos, and other South-Asia mission. He/she procures a variety of commodities and services by contract, purchase order (PO), blanket purchase agreement, or delivery order from local and off-shore sources. The job holder is also responsible for contract negotiation and leasing requirements for regional posts, Off-shore sources include but are not limited to required suppliers such as GSA contract vendors.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in accounting, finance, business, economics or related degree in social science or arts; (2) At least three years of experience in procurement, contract management, logistics or a related field; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Must possess excellent negotiation and organizational skills; (5) Must have a good knowledge of local market practices and of the capability of local suppliers; (6) Proficiency in the use of computer packages/applications such as Word, Excel or Power Point.

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